

GENERAL INFORMATION

Food and Beverage

All food and beverage items must be supplied by the hotel. Menu selections, room requirements and all other arrangements must be received 30 days prior to the function. For the safety and well-being of our guests, prepared food product may not be taken off hotel premises. If alcoholic beverages are to be served during your event, the hotel will require all alcoholic beverages be dispensed by hotel service personnel. The property's alcoholic beverage license requires the hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced, and (2) refuse alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated.

The Central Hotel & Conference Center as a Licensee is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Pennsylvania L.C.B. Regulations; therefore, all alcoholic beverages must be supplied by the hotel. Hotel service personnel will promote responsible alcohol service. Should any guest not adhere to alcohol service house policies, the hotel will escort offending parties to their private room (when applicable), and contact appropriate authorities.

Guarantees/Cancellations

It is a requirement that the sales office be notified of the exact number of attendees by noon, three business days prior to the event. This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours before the function (48 hours on weekends). The hotel will set up 5% over the final guaranteed figure; however, food is prepared for the guarantee only. If the guaranteed attendance is not received, the expected number of people will serve as the guarantee. Cancellation must be made with our sales office between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All cancellations must be confirmed in writing.

Room and Setup Fee

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign the banquet function room accordingly. It is standard practice to charge meeting space set-up fees. Late, and last-minute changes to event sets outlined on banquet event orders may incur an additional fee.

Request for Custom Menu's and Multiple Entrées

Our professional team of meeting and event coordinators will gladly assist in selecting custom menus for your event. Should multiple entrées be requested for a single event, the guest is responsible to provide a form of entrée indication at the guest table to ensure proper service from our team. A minimum of 50 guaranteed guests is required for multiple entrées, and a maximum of 3 entrées may be selected.

Shipping and Receiving

Small packages for meetings may be delivered to the hotel no more than one week prior to the program due to minimal amount of storage space. Items should be addressed to the meeting contact with attention to the event coordinator working on the program. Packages should be marked "Hold for Arrival" and list the date of the program clearly on all labels.

Liability

The Central Hotel & Conference Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises. In the event a client wishes to contract third party services, the hotel reserves the right to request a certificate of liability insurance. Should the client not comply, the hotel reserves the right to cancel the event without refund.

Security

If, in the sole judgment of the hotel, security is required in order to maintain order due to size and nature of your event, the hotel may require uniformed or nonuniformed security personnel. Any and all provisions for security will be arranged through the hotel's coordinator and will be billed at a rate of \$125/ hour. The hotel will have final approval on any and all security personnel to be utilized during your function.

AUDIO VISUAL SERVICES

PACKAGES

9.5' DELUXE SCREEN PRESENTATION INCLUDES:

9.5' Screen with Dress Kit
AV Cart with Skirt
Power and Video Cable to Podium
LCD Projector
(2) Blue Uplights
\$400

13' DELUXE SCREEN PRESENTATION INCLUDES:

13' Screen with Dress Kit
AV Cart with Skirt
Power and Video Cable to Podium
LCD Projector
(2) Blue Uplights
\$525

STAGE PRESENTATION PACKAGE INCLUDES:

(2) 13-Ft Screens with Dress Kits
(2) LCD Projectors on Truss
in Back of Room
(32') 12' High Black Drape
Behind the Stage
65" Confidence Monitor
(12) Uplights on the Drape
(choice of color)
Microphone for Podium
\$1725

AUDIO-VISUAL ACCESSORIES

50" Flat-Screen TV	\$250
Flipchart.....	\$35
Power Strip / Extension Cord.....	\$10
Vendor/ Exhibitor Table with Electric	\$20
Podium with Wireless Handheld Mic.....	\$75
Podium with Wireless Lavalier Mic	\$95
Podium with Combo Wireless Handheld, and Lavalier	\$110
Easels	\$10
Risers 6' x 8' (based upon availability)	N/A

PROJECTION EQUIPMENT

Includes Set-Up, AV Cart and Extension Cord

McClay, McCormick, Harris, Cameron, Keystone Room 8-Ft Screen & Projector	\$200
Heritage Room 12-Ft Screen & Projector	\$295
8-Ft Tripod Screen	\$75
9.5-Ft Screen with Dress Kit	\$225
13-Ft Screen with Dress Kit	\$325
LCD Projector	\$300

AUDIO EQUIPMENT

4 or 6 Channel Mixer.....	\$125
3 Channel Mixer	\$75

TELEPHONE

Phone Line	\$50
Polycom Phone	\$110
TI Lines (internet).....	\$100
VGA Cable	\$12

*Additional Audio Visual Equipment and Services Available Upon Request.
A 21% Service Charge and 6% Sales Tax Will be Added to All Audio Visual Services.*

Best Western Premier
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